

**SECRET**

4 MAY 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 1 May 1970

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2. Overseas Trip: [REDACTED] Chief, Position Management and Compensation Division, and [REDACTED] of his staff departed for Europe to conduct a position classification survey

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3. Additional Telephone Lines for Retirement Operations Branch:

As a result of complaints that the telephone lines to the Retirement Operations Branch were constantly busy, an official telephone survey was made and the Office of Logistics reported that the volume of telephone traffic warranted two additional lines. These additional facilities will be installed within the next two weeks.

4. Reserve Guest Speaker: Brigadier General Earl O. Anderson,

Deputy to the Chief of Air Force Reserve, will speak to our Reservists tonight on the subject of "The Air Force Reserve Today and Tomorrow."

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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25X1C was damaged by a fire on 8 March 1970 which was allegedly started by vandals. Approximately fifty-two lots of household effects belonging to Agency employees [REDACTED] were located in this warehouse at the time of the fire. Approximately ten of these lots were damaged but only a few seriously. All individuals concerned have or will be notified.

6. Honor and Merit Awards: Three employees have been awarded \$200 each as winners of the 1969 Studies in Intelligence Awards. None met the standards for the \$500 Sherman Kent Award. [REDACTED] Chairman of the Board, will make the presentations in June.

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7. Physical Fitness Room: On 30 April 1970, Dr. James W. Long, Chief of Health Services, National Science Foundation, Washington, D. C., and Nurse Sarah Starke visited our physical fitness facilities for the purpose of obtaining information to assist them in establishing such a facility at N.S.F.

8. New Piano: The new Baldwin Spinnet Piano purchased from the Gisriel Piano and Organ Company of Falls Church has been delivered to the auditorium and is now being used by the Agency Glee Club in preparation for its Spring Chorale.

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[REDACTED]  
Acting Director of Personnel

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